

July 15, 2011

TO: ALL OFFERORS

FROM: CARMEN HERRERA
IT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL - CONTRACT NO. GSS11584-
Audio_Video, Audio, Video and Surveillance Equipment and Services

ADDENDUM #1

This addendum is to advise all offerors of the following:

1. Questions and answers are attached, changes are as below:
 - a) 9 – permits LifeSize Video Conferencing as an acceptable alternative product certification;
 - b) 10 – approves LifeSize Video Conferencing as an acceptable alternative for all four systems in the Configurations for Pricing Estimates on Attachment 9;
 - c) 25 – clarifies Appendix A #3.5 product name;
 - d) 26 – amends Polycom model number for System 3 in the Configurations for Pricing Estimates on Attachment 9;
 - e) 27 – clarifies references to Tandberg credentialing ;
 - f) 30 – clarifies building and parking lot information for System 4 Configurations for Pricing Estimates on Attachment 9; and
 - g) 32 – clarifies type of network for System 4 in the Configurations for Pricing Estimates on Attachment 9.
2. All other terms and conditions remain the same.

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Questions and Answers

1. I started reviewing bid documents on your website for the following upcoming RFP contracts; UNSPSC 4511, 4617, & 5216. On first pass these all appear to be identical. Can you clarify?
 - a. The State of Delaware solicitation for Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO) has been posted under three UNSPSC Codes: 4511, 4617, 5216. At this time, our solicitation website only accommodates a one-to-one relationship between contract numbers and UNSPSC codes.
2. I noticed that there was three(3) separate listings as follows:
 - 6/30/2011 GSS 5216 Audio, Video & Surveillance Equipment and Services 8/2/2011
 - 6/30/2011 GSS 4617 Audio, Video & Surveillance Equipment and Services 8/2/2011
 - 6/30/2011 GSS 4511 Audio, Video & Surveillance Equipment and Services 8/2/2011They all see similar in scope and I was confused as to which one that I should print out and work with. Can you please shine some light on this for me.
 - a. The State of Delaware solicitation for Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO) has been posted under three UNSPSC Codes: 4511, 4617, 5216. At this time, our solicitation website only accommodates a one-to-one relationship between contract numbers and UNSPSC codes.
3. I wanted to see if this was a GSA requirement. Can you confirm?
 - a. This is a State of Delaware RFP for Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO). It has been posted under the following three UNSPSC Codes: 4511, 4617, 5216. The Request for Proposal (RFP) is posted on the Bid Solicitation Directory at <http://bids.delaware.gov>.
4. I am emailing you in regards to the bid listed in subject line. Our company is interested to bid this job but I have not been able to find where to obtain the specs or drawings, I only see appendix B and pricing spread sheet (unless I missed a link skimming through the appendix. Could you please let me know how we can obtain the information so that we may review and propose a bid for this job.
 - a. The Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO) posted on the Bid Solicitation Directory at <http://bids.delaware.gov> has two supporting document links, a link to the RFP and a second link to Appendix B. UNSPSC Codes: 4511, 4617, 5216 Please visit Delaware's new Procurement Portal at <http://mymarketplace.delaware.gov> to view our all-inclusive site providing information on how to do business with the State of Delaware.
5. Considering the geographical constraint of personally reviewing the document, I request you to provide us the following details before we buy the document:
 - 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

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- 2) Soft Copy of the Tender Document through email.
- 3) Names of countries that will be eligible to participate in this tender.
- 4) Information about the Tendering Procedure and Guidelines
- 5) Estimated Budget for this Purchase
- 6) Any Extension of Bidding Deadline?
- 7) Any Addendum or Pre Bid meeting Minutes?

We will submit our offer for the same if the goods or services required fall within our purview. Also we would like to be informed of future tenders from your organization. Hence, we request you to add our name to your bidder's list and do inform us about upcoming Projects, Tenders. We will be highly obliged if you can send us your complete & latest contact information. This will help us reaching to you faster.

- a. This week the State of Delaware posted a solicitation for Audio, Video and Surveillance Equipment and Services, GSS11584-AUDIO_VIDEO. The Request for Proposal (RFP) will be posted on the Bid Solicitation Directory at <http://bids.delaware.gov>. Please visit Delaware's new Procurement Portal at <http://mymarketplace.delaware.gov> to view our all-inclusive site providing information on how to do business with the State of Delaware.
6. Are you maintaining an interested bidders list so that we get announcements, pre-bid meeting date, amendments, etc. or do we just need to keep checking the procurement site?
- a. If it becomes necessary to revise any part of this RFP, revisions will be posted at www.bids.delaware.gov.
7. The posting for last year had a mandatory prebid meeting, but I do not see one on the RFP. Is there a meeting required or recommended and if so when is it.
- a. A mandatory pre-bid meeting has not been established for this Request for Proposal.
8. Is it required that a prospective vendor respond to all 3 categories (Page 44)?
- a. As stated in Appendix A 1.1, you may apply for one or more vendor categories. Clearly identify any vendor category you are responding on Attachment 8 Offeror Information Form.
9. On page 44, under Certifications, we would like to introduce LifeSize Video Conferencing as an available and acceptable alternative. Do we add this product on this page?
- a. On page 44, under Certifications, you may introduce LifeSize Video conferencing equipment as an acceptable alternative by adding the product to the Certifications.
10. On page 45, under Configurations for Pricing Estimates, we would like to use LifeSize Video Conferencing as an approved equivalent for all 4 systems. Can you approve this as an equivalent?

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- a. On page 45, under Configurations for Pricing Estimates, LifeSize Video conferencing equipment may be used as an equivalent for all 4 systems.
- 11. The bid solicitation in questions appears to be posted (3) times on the bids.delaware.gov site. Can you advise if these are duplicates or differ in some way?
 - a. The State of Delaware solicitation for Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO) has been posted under three UNSPSC Codes: 4511, 4617, 5216. At this time, our solicitation website only accommodates a one-to-one relationship between contract numbers and UNSPSC codes.
- 12. We noticed 2 different bids with what seems to be the same bid documents, UNSPSC codes 4617 and 4511, the document links seem identical. Are we to provide 2 different bids or does 1 bid cover both UNSPSC codes?
 - a. The State of Delaware solicitation for Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO) has been posted under three UNSPSC Codes: 4511, 4617, 5216. At this time, our solicitation website only accommodates a one-to-one relationship between contract numbers and UNSPSC codes. For reply purposes, there is only one RFP.
- 13. I came across an RFP for phone and web conferencing for the state of Delaware. We currently work with the University of Delaware, among other organizations in the state, and if its not too late, I'd liked to submit a bid of services. If you could let me know if I can still participate, I will send information today.
 - a. Proposals are due no later than 8/2/2011 at 1:00 PM local. Please refer to the Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO) RFP for more information.
- 14. On the Bid Solicitation Directory site there are two entries for Contract # GSS11584-Audio_Video that appear to be identical. Are they duplicates of each other? There are 2 different UNSPSC 3's: 4617 and 4511. What are these numbers indicative of? I am unclear which one I should respond to.
 - a. The State of Delaware solicitation for Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO) has been posted under three UNSPSC Codes: 4511, 4617, 5216. At this time, our solicitation website only accommodates a one-to-one relationship between contract numbers and UNSPSC codes. For reply purposes, there is only one RFP.
- 15. Also, is this a RFP for a specific project or just a term contract for future project opportunities?
 - a. It is the goal of this Request for Proposal to identify a vendor(s) and execute contracts to offer one or all of the following: audio and or video equipment in a standalone environment; audio conferencing, video conferencing, web conferencing services and equipment; and video surveillance technology and services if required by State agencies.

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16. I tried finding some additional information on the contract from last year but could not. It shows on the website that no contract was awarded. Has the requirement for the video surveillance systems already been carried out by a different company over the past year or did the state decide not to pursue camera systems at that time?
- As a result of cancelling the GSS10584 solicitation last year, the Audio Visual Equipment and Services GSS07015-AUDIO_VISUAL and Audio Video Web Conferencing Services and Equipment GSS06450-AUDIOVIDEOCNF contracts were extended until September 30, 2011.
17. I noticed that GSS11584 is listed twice on the Bid Solicitation site. There does not appear to be any difference between the two listings. This is just one RFP, correct?
- The State of Delaware solicitation for Audio, Video and Surveillance Equipment and Services (GSS11584-AUDIO_VIDEO) has been posted under three UNSPSC Codes: 4511, 4617, 5216. At this time, our solicitation website only accommodates a one-to-one relationship between contract numbers and UNSPSC codes. For reply purposes, there is only one RFP.
18. What is the process to add new products after bid award. If yes, what is the approval timeline?
- As stated in Appendix A 1.5, contractors are responsible for advising the State of the availability of new technologies. If we feel these technologies will benefit the State we will allow the contractor to add them to the existing contract offering.
19. Installation pricing: can we submit more than one installation pricing? Installation pricing various according to the products, labor and material.
- The RFP does not request any specific installation pricing; however, this does not exclude an Offeror from submitting Installation as a product category. Per Appendix A, 1.3, pricing shall be set at current list price minus discount (list price -%) by manufacturer for each applicable product category and if not listed as an additional category by State or Offeror, the same discount shall be applied to all product (hardware and software) maintenance and support. Offerors have option to include Accessories by Manufacturer with single discount by adding "Accessories" as an additional product code.
20. Installation pricing: can we include a clause stating that rate not to exceed X \$ amount. Example: Not to exceed \$75.00/hour.
- The RFP does not request any specific installation pricing; however, this does not exclude an Offeror from submitting Installation as a product category. Per Appendix A, 1.3, pricing shall be set at current list price minus discount (list price -%) by manufacturer for each applicable product category and if not listed as an additional category by State or Offeror, the same discount shall be applied to all product (hardware and software) maintenance and support. Offerors have option to include

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Accessories by Manufacturer with single discount by adding "Accessories" as an additional product code.

21. After 7/15 can we still clarify complex questions with you?
 - a. As stated in C. INQUIRIES & QUESTIONS, all questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must be received in writing by July 11, 2011 1:00PM. All questions will be answered in writing by July 15, 2011 4:30PM and posted on www.bids.delaware.gov website. All questions must make specific reference to the section(s) and page numbers from this RFP where applicable. Oral explanations or instructions will not be binding.
22. If you see it beneficial, I would like to set-up a meeting where we could come demonstrate our security surveillance solutions as well as view a facility where they will be placed. This will allow us to better gauge the requirements the state department has and formulate the most efficient and cost effective system for our submittal.
 - a. As stated in C. INQUIRIES & QUESTIONS, all questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must be received in writing by July 11, 2011 1:00PM. All questions will be answered in writing by July 15, 2011 4:30PM and posted on www.bids.delaware.gov website. All questions must make specific reference to the section(s) and page numbers from this RFP where applicable. Oral explanations or instructions will not be binding.
23. We are very interested in this bid. However, the information listed on CDC News is very vague. Please advise how we can receive more details on this bid.
 - a. The solicitation for Audio, Video and Surveillance Equipment and Services (GSS111584-AUDIO_VIDEO) has been posted under three UNSPSC Codes (4511, 4617, 5216). The Request for Proposal (RFP) is posted on the Bid Solicitation Directory at <http://bids.delaware.gov>. Please visit Delaware's new Procurement Portal at <http://mymarketplace.delaware.gov> to view our all-inclusive site providing information on how to do business with the State of Delaware.
24. Can the questions be submitted electronically?
 - a. Yes, electronic mail (email) correspondence is acceptable.
25. The nomenclature for Microsoft Communicator is no longer valid. While Microsoft Office Communicator still exists the new product name is Microsoft Lync. Can that be referenced in the RFP for clarity?
 - a. For clarity Appendix A #3.5 is amended to read as follows: Videoconferencing systems must be capable of conferencing with videoconferencing clients using Microsoft Communicator/Lync. When an Office Communicator/Lync client is configured for video it must be capable of conferencing with other Communicator/Lync clients as well as standalone videoconferencing systems.

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26. The Polycom model numbers noted in this RFP are no longer valid at this time. The Polycom a HDX7000-720p or HDX7000-1080p are the current HDX7000 series models available. The HDX7000-720p is most comparable to HDX 7002. Can that be changed in the RFP?
- a. For System 3 in the Configurations for Pricing Estimates on Attachment 9, replace "HDX7002" with "HDX7000-720p."
27. Vendor credentialing: Tandberg no longer exists. It was purchased by Cisco. Therefore all "Tandberg" credentialing is now Cisco credentialing. Any reference should be replaced with Cisco. Tandberg Platinum is no longer valid. Cisco has provided a path to certification and the initial phase must be completed by former Tandberg distributors by July 29th. Could you please remove the Tandberg reference and include Cisco ATP Telepresence certification instead?
- a. Consider all references to "Tandberg" credentialing as "Tandberg or Cisco Equivalent" credentialing. On page 44, under Certifications, you may introduce Cisco ATP Telepresence certification by adding it to the Certifications.
28. What is the process for determining prevailing wage rates? Must this be done prior to quoting each proposal?
- a. Per General Provision #35, prior to issuing a purchase order, the ordering agencies must obtain from the Department of Labor a determination if prevailing wage applies to the project and, if appropriate, what the applicable prevailing wage rates would be for the work to be performed.
29. Could you please explain more precisely "work with" in the following portion found on page 28 Section 35, All applicable Telecommunications Wiring and Cabling Services are to be performed in conjunction with Telecommunications Cabling, contract #GSS09441A-TELECOM CBL. Proposing Vendors must work with the vendors on the Wiring and Cabling contract. a.) Does "work with" mean that the Delaware End User works with the cabling vendor and the A/V vendor provides only technical specifications? b.) Or, if the AV vendor must solicit a cabling price, how is this regulated and how are A/V vendors protected with acquiring the best price? c) Who is responsible for actual cable terminations?
- a. Applicability of prevailing wage and Telecommunications Wiring and Cabling Services vendors must be determined on a case-by-case basis. Installation must be performed in a manner that does not void or interfere with all applicable warranties and maintenance agreements.
30. Is the building larger than one story, and can the entire parking lot be seen from the building?
- a. For System 4 in the Configurations for Pricing Estimates on Attachment 9, vendors can assume the building is a one story building and the entire parking lot can be seen from the building.
31. Is the 6month storage requirement for 24/7 recording or recording on motion?

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- a. For System 4 in the Configurations for Pricing Estimates on Attachment 9, this will depend upon the type of system proposed.
- 32. Can we use an existing network or do we need to provide a dedicating one?
 - a. For System 4 in the Configurations for Pricing Estimates on Attachment 9, vendors should assume they will be providing the dedicated network for the installation
- 33. Could you further explain the electronic whiteboard requirement for video surveillance?
 - a. Appendix A #4.5 contains a partial list of features and capabilities that the vendors will be expected to deliver. Not all features and capabilities need to be available on all systems.
- 34. I was also wondering that since there was no mandatory site survey, was the state department interested in setting up a technical demonstration of any surveillance solutions before they are submitted?
 - a. No, demonstrations will not be scheduled before proposals are submitted.
- 35. Our only question at this time is will the State accept any additional questions following the post scheduled for July 15th?
 - a. As stated in C. INQUIRIES & QUESTIONS, all questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must be received in writing by July 11, 2011 1:00PM. All questions will be answered in writing by July 15, 2011 4:30PM and posted on www.bids.delaware.gov website.